

EDITED TASK LISTING

CLASS: Librarian, C.F.

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Evaluate leisure materials (e.g., books, periodicals, books on tape, specialized multimedia reading/listening equipment, etc.) for inmates/wards to provide access to recreational library materials utilizing various lists including American Library Association (ALA) recommendations, publications, requests/suggestions from inmates/wards/other staff, etc. in accordance with the California Department of Corrections and Rehabilitation's Department Operations Manuals.
2.	Evaluate resources that promote literacy (e.g., low reading level/high interest books, weekly readers, books on tape, etc.) for professional staff for classroom instruction and library activities utilizing personal library experience, vendors/publishers catalogs, publisher samples, literacy council recommendations, etc. as needed and/or required by literacy related legislation.
3.	Evaluate requests from inmates/wards related to law library services (e.g., court access, electronic delivery systems, legal software, etc.) in order to disseminate information contained in the law library and provide meaningful access to the courts for inmates/wards, utilizing court mandated legal delivery systems, (e.g., books, subscriptions, periodicals, etc.) in accordance with court mandates and the California Department of Corrections and Rehabilitation's Department Operations Manuals.
4.	Analyze/resolve collection development needs for procurement of materials/services (e.g., quotes, multiple bids, sole source, purchasing limits, etc.) to assist the Senior Librarian, Supervising Librarian, and/or School Principal in the selection and delivery of library goods and services utilizing standard library selection tools in accordance with State procurement policies and the California Department of Corrections and Rehabilitation's Department Operations Manuals.

EDITED TASK LISTING

CLASS: Librarian, C.F.

NOTE: Each position within this classification may perform some or all of these tasks

Task #	Task
5.	Initiate the procurement process (e.g., quotes, multiple bids, sole source, purchasing limits, etc.) to assist the Senior Librarian, Supervising Librarian, and/or School Principal in the selection and delivery of library goods and services utilizing standard library selection tools in accordance with State procurement policies and the California Department of Corrections and Rehabilitation's Department Operations Manuals.
6.	Participate in training to keep informed of new developments in library science to incorporate new technologies/ideas/methodologies in the delivery of library services utilizing professional publications, conferences, and continuing education classes, etc. in accordance with the American Library Association's and the Correctional Education Association's standards.
7.	Supervise inmate/ward library workers to provide delivery of library assistance and technical services for library patrons by utilizing inmate job descriptions in accordance with local operational procedures and Departmental policies.
8.	Train inmate/ward library workers to deliver library assistance to inmate/ward patrons by providing them with interpersonal, library organizational, research, and technical skills utilizing approved library standards in accordance with local operational procedures and Departmental policies.
9.	Maintain order/security of working areas and work materials by supervising the conduct of inmates/wards committed to the California Department of Corrections and Rehabilitation in order to prevent escapes and injury by these persons to themselves, others, and/or property by utilizing appropriate search methods for contraband, inventories, situational awareness, etc. in accordance with the California Department of Corrections and Rehabilitation's Department Operations Manuals.

EDITED TASK LISTING

CLASS: Librarian, C.F.

NOTE: Each position within this classification may perform some or all of these tasks

Task #	Task
10.	Perform professional level library work in connection with selecting, cataloging, loaning, or the reference use of books, electronic media, and other library materials to assist inmates/wards/staff within the institutional community to provide recreational/educational materials and legal access, utilizing books, electronic media, and other library materials in accordance with the California Department of Corrections and Rehabilitation's Department Operations Manuals and court mandates.
11.	Answers difficult reference questions from inmates/wards/staff to deliver library assistance by conducting comprehensive reference interviews for the institutional community and utilizing bibliographic and electronic media as required and consistent with the American Library Association's standards.
12.	Processes intra/inter-library loan requests for inmates/wards/staff within the institutional community by providing the appropriate requested library materials utilizing the intra/inter-library loan process as required and consistent with the American Library Association's standards and/or court mandates.
13.	Catalog library materials (e.g., manuscripts, clippings, books, multimedia, etc.) to provide ease of access for inmates/wards/staff within the institutional community by utilizing Departmentally approved cataloging systems as required and consistent with the American Library Association's standards.
14.	Coordinate with the educational department and provide access to adopted/supplemental course materials for schools/inmates/students/wards and staff within the institutional community by housing and maintaining necessary educational support items as required.